

Minority Women Business Enterprise Disparity Study Recommendations Action Plan

PURPOSE: Modify the existing MWBE program and policies to implement the disparity study recommendations.

RECOMMENDATION 1: Vendor Database and Registration

Utilize current technology to enhance its database of small, minority-owned and woman-owned firms. The enhancements should include the ability to electronically register firms eligible for participation in SBE and MWBE programs and are available to perform work on County projects. Also, consider the feasibility of broader uses of an electronic database and provide electronic access to its list of vendors.

#	Task	Responsibility	Due Date	Completion Date
1	Establish an ad hoc policy committee to revise the MWBE policies. Include representatives from the following offices: MWBE, Purchasing, Management Services, County Attorney, MWBE Advisory Committee, City of Tallahassee MBE and Leon County School Board MWBE.	Agatha Muse-Salters	November 2004	
2	Establish an ad hoc database committee to review and recommend a vendor database and registration system. Include representatives from the County MWBE and MIS offices and the City MBE and MIS offices.	Agatha Muse-Salters	November 2004	
3	Develop list of system needs and research available database systems.	County/City MWBE Staff	January 2005	
4	Preview database systems, costs and requirements.	Database Committee	February 2005	
5	Develop a short list of system vendors.	Database Committee	February 2005	
6	Submit database system recommendation to the Board.	Database Committee	June 2005	
7	Implement database system.	Database Committee	July 2005	

RECOMMENDATION 2: Track Program Effectiveness

Develop, maintain, and monitor a management information system to track the levels of MWBE and non-MWBE procurement participation at the prime contractor and subcontractor levels. The tracking system can be developed internally or acquired from an external vendor who currently provides information services. Implement policies and procedures to improve its collection and management of contract data, particularly of all construction subcontracting activity.

#	Task	Responsibility	Due Date	Completion Date
1	Research and review various agency MWBE and SBE program procedures for collection and management of contract data.	Policy Committee	February 2005	
2	Develop data collection and management procedures.	Policy Committee	March 2005	
3	Implement a vendor and database system with vendor tracking capabilities.	Database Committee	July 2005	
4	Implement data collection and management procedures.	MWBE Staff	July 2005	

RECOMMENDATION 3: Small Business Enterprise (SBE) Program

A Small Business Enterprise (SBE) should be considered as a key component of maintaining a narrowly tailored program to promote MWBE utilization. The SBE program should include the following characteristics: small business goals for each business category; on a case-by-case basis where called for, the imposition of mandatory subcontracting for SBEs; proper funding and staff implementation of the SBE program, including program development, and monitoring; plans for SBE utilization; and encouragement of MWBE participation in the SBE program.

#	Task	Responsibility	Due Date	Completion Date
1	Research and review Small Business Enterprise programs.	Policy Committee	February 2005	
2	Develop SBE program and policies.	Policy Committee	March 2005	
3	Hold public forum.	County/City MWBE Staff	April 2005	
4	Modify draft SBE program and policies if necessary.	Policy Committee	May 2005	
5	Submit draft SBE program and policies to the Board for approval.	MWBE/Purchasing Staff	June 2005	
6	MWBE staff receive SBE training and certification.	MWBE Staff	July 2005	
7	Implement SBE program and policies.	MWBE Staff	October 2005	
8	Review budget and set a side SBE reserve projects.	MWBE Staff	October 2005	

RECOMMENDATION 4: Commercial Antidiscrimination Rules

Adopt a policy that says the agency will not engage in business with any firms that discriminate in the solicitation, selection, or treatment of contractors, subcontractors, vendors, and information suppliers on any agency contract.

#	Task	Responsibility	Due Date	Completion Date
1	Research and review commercial antidiscrimination rules.	Policy Committee	February 2005	
2	Develop draft antidiscrimination ordinance.	Policy Committee	March 2005	
3	Develop antidiscrimination policies and procedures.	Policy Committee	March 2005	
4	Hold public forum.	County/City MWBE Staff	April 2005	
5	Modify draft antidiscrimination policies and if necessary.	Policy Committee	May 2005	
6	Submit draft ordinance and policies to Board for approval.	Policy Committee	June 2005	
7	Implement antidiscrimination policies.	MWBE Staff	October 2005	

RECOMMENDATION 5: Training and Outreach

Continue to develop and promote "How to Do Business..." seminars, particularly for firms eligible to participate as SBEs and MWBEs. The seminar should serve as forums for explaining the County's procurement processes and receiving feedback from the business community.

#	Task	Responsibility	Due Date	Completion Date
1	Develop training workshops and materials.	MWBE Staff	January 2005	
2	Schedule and advertise workshop dates.	MWBE Staff	April 2005	

RECOMMENDATION 6: Bonding

Explore ways to provide technical assistance for bonding to small construction firms seeking to participate on County contracts. A small business surety assistance program should provide technical assistance to small firms, track subcontractor utilization by ethnicity, coordinate existing financial as well as management and technical assistance resources, and provide for quality surety companies to participate in the bonding program.

#	Task	Responsibility	Due Date	Completion Date
1	Research and review bonding assistance programs.	Policy Committee	February 2005	
2	Develop bonding assistance program.	Policy Committee	March 2005	
3	Develop bonding assistance program procedures.	Policy Committee	March 2005	
4	Implement bonding assistance program.	MWBE Staff	October 2005	

RECOMMENDATION 7: Goal Setting and Other Policy Modifications

Continue to narrowly tailor its minority participation programs to remedy the specific findings of disparity. On a periodic basis, continue to review the budget and establish goals consistent with MWBE availability, for each MWBE group that has demonstrated significant disparity. Goals for each ethnic group and women should continue to reflect MWBE availability as referenced in the report. Continue to primarily concentrate the scope of all race and gender programs to firms that are located in the relevant market area for specific business categories. Closely monitor the utilization of all businesses by race, ethnicity and gender to determine whether the small business program over time has the potential to eliminate race and gender disparities without race and gender specific goals. The County should identify, for future availability analysis, the number of construction subcontractors available.

#	Task	Responsibility	Due Date	Completion Date
1	Develop relevant policies modifications.	Policy Committee	March 2005	
2	Present draft modification policies to MWBE Advisory Committee.	County/City MWBE Staff	April 2005	
3	Modify draft policies if necessary.	Policy Committee	May 2005	
4	Submit draft policies to Board for approval.	MWBE/Purchasing Staff	June 2005	
5	Develop program goals for departments and divisions.	MWBE Staff with Departments and Divisions	July 2005	
6	Implement revised policies.	MWBE Staff	October 2005	